



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MICROFILM LABORATORY TECHNICIAN	28	H	9.718

DEFINITION OF THE CLASS:

Under general supervision, performs microfilm processing, duplicating and quality control assignments; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Processes microfilm for the Micrographics Center and other State agencies to provide a timely processing service for microfilm. This includes operating the processor; monitoring water, developer and dryer temperatures, footage and speed control, and rate of chemical replenisher; mixing a variety of chemicals (e.g., developer, fixer, methylene blue, ammonia, etc.). The processing tasks are typically not reviewed unless a problem or unusual situation occurs.

Performs quality control tests on microfilm processed at the lab to ensure that microfilm is of good quality and usable. This includes using a densitometer, microscope and methylene blue to determine the adequacy of film density, resolution and residual thiosulfate levels. The quality control tests are typically not reviewed unless a problem or unusual situation occurs.

Inspects processed film to ensure the film is of good quality and usable. The inspection process utilizes a light box and splicer. The technician inspects for proper alignment and legibility of documents and accurate indexing/retrieval marks. The inspection tasks are typically not reviewed unless a problem or unusual situation occurs.

Duplicates microfilm/fiche to ensure the original can be kept as a backup and not be subjected to daily use. This includes operating the film and fiche duplicators; monitoring the appropriate developing temperature, flow of ammonia, lightness and darkness, and speed and angle of rollers; and performing density tests with a densitometer. The duplicating assignments are typically not reviewed unless a problem or unusual situation occurs.

Performs routine maintenance and repairs on equipment to ensure maximum equipment efficiency. This includes, but is not limited to, dismantling and cleaning the processor and calibrating the replenisher after processing a specified footage of film, and replacing the charcoal filters when needed; dismantling and cleaning the duplicators and replacing circuitry, relays, transformers and ammonia pumps as needed; and checking cameras for light leaks. The maintenance and repair tasks are typically not reviewed unless a problem or unusual situation occurs.

Consults with State agencies on microfilm processing and equipment problems to provide agencies a means of quick problem resolution. This includes, but is not limited to, adjustments to make to a camera when the quality control tests reveal document legibility problems; notifying agencies when quality control tests reveal dirty lenses, dirty glass guides or film loaded into the camera incorrectly; instructing on correcting jammed cameras; and instructing on film loading techniques when two rolls are used. The consulting tasks are typically not reviewed unless a problem or unusual situation occurs.

EXAMPLES OF WORK: (cont.)

Performs microfilming duties, as the need arises, to ensure the Center meets its commitments. The microfilming duties include preparing documents to be filmed, setting up the camera, performing record clarity/legibility tests (density), microfilming the documents, and inspecting the processed film. The microfilming assignments utilize a variety of equipment such as large and small planetary cameras, rotary cameras, microfilm reader-printers, microfiche reader and microfiche inserter. The microfilming assignments are typically not reviewed unless a problem or unusual situation occurs.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of safety procedures to be used when working with acid, ammonia and film processing chemicals. Knowledge of the National Microfilm Association Standards pertaining to the density of film, processing the film and storage of the film as needed to process microfilm and perform quality control tests.

Ability to inspect and analyze processed film for quality by the application of chemical tests, densitometer and microscopic examination. Ability to organize work and set priorities as needed to process film in a timely manner.

ENTRY KNOWLEDGES, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of microfilm processing equipment as needed to process and duplicate film, perform routine maintenance or repairs on the equipment, and to perform quality control tests. Knowledge of microfilming practices and procedures as needed to perform microfilming duties. Knowledge of the microfilm cameras, readers, and reader-printers as needed to solve equipment problems and perform microfilming tasks. Knowledge of State statutes regarding original record destruction/disposal and certifying microfilm as needed to perform microfilming duties.

Ability to communicate verbally and in writing as needed to assist agencies in solving processing or equipment problems. Ability to follow verbal or written instructions as needed to process film, inspect and perform quality control tests, and duplicate film.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent education and three years of experience in a microfilming operations of which one year included a familiarity with microfilm processing equipment and procedures; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

Two years as a Microfilm Operator II, in Nevada State service, which included a familiarity with microfilm processing equipment and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.718</u>
ESTABLISHED:	2/1/68
REVISED:	7/18/80
REVISED:	1/24/84
REVISED:	12/19/85-12
REVISED:	7/1/89P
	9/27/88PC
REVISED:	7/1/91P
	11/29/90PC